

## ALMS MODULE II: LESSON PLANS and TRAINING SUPPORT PACKAGES (TSP)

### RESOURCE MANAGEMENT LESSON SIX: LMS RESOURCES – MANAGE EQUIPMENT

#### SECTION I. Administrative Data

**All courses including this lesson** Course # LMS-101, Army Learning Management System (ALMS) – Manage Equipment

**Tasks taught or supported**

a. Tasks taught in this lesson:

Task Number	Task Title
None	None

b. Tasks supported in this lesson. None.

**Reinforced tasks**

There are no tasks reinforced by this lesson.

**Academic hours**

The academic hours required to teach this lesson are as follows:

	PEACETIME				MOB
	AC Resident	TASS Training Bns		AC/RC Non-res DL	
	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>	<u>HRS/MOI</u>
	0.10 DM	DM	DM	DM	DM
	0.10 PE	PE	PE	PE	PE
Test	0.0	0.0	0.0	0.0	0.0

Total Hours: 0.5

**Test lesson number**

There is no separate exam for this lesson.

**Prerequisite lesson**

There is no ALMS prerequisite to this lesson. However, all students require an AKO account, and access the ALMS prior to training.

**Foreign restrictions (FD statement)**

The materials contained in this course have been reviewed by the course developers and course manager in coordination with the Fort Monroe, VA (HQ, TRADOC) foreign disclosure authority.

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## Administrative Data Continued

<b>Security clearance/access</b>	This course is unclassified.
<b>Reference</b>	<p>The following references were used in this lesson:</p> <ul style="list-style-type: none"> <li>• ALMS Standard Operating Procedures (SOP) V 0.3, page 15, May 2004</li> <li>• ALMS User Handbook</li> <li>• ALMS Resource -Equipment Presentation Lesson Template number 1007, V 0.4, Nov 2004</li> </ul> <p>* The references used in this course are imbedded in the ALMS program. If hard copy of this document is desired, it must be printed locally; Program Management Office, Distributed Learning System (PMO-DLS) does not provide copies.</p>
<b>Student study assignments</b>	<p>Students should review the following prior to the start of this lesson (30 days out):</p> <ul style="list-style-type: none"> <li>• ALMS Advance Packet (ALMS Resource-Facilities Presentation) at <a href="http://dls.army.mil">dls.army.mil</a>, enter The Army LMS / LMS Training Materials</li> <li>• ALMS User Handbook., Facility Manager Role</li> </ul>
<b>Instructor requirements</b>	<p>ALMS instructors must be certified as TRADOC instructors. ALMS instructors must have successfully completed each of the following requirements:</p> <ul style="list-style-type: none"> <li>• Graduated from a TRADOC approved Army Learning Management System Training Course.</li> <li>• Graduated from a TRADOC approved Instructor Training Course.</li> <li>• Graduated from a TRADOC approved Video Teletraining Instructor Training Course (VTT presentations only).</li> <li>• Graduated from an LMS Train-the-Trainer course.</li> <li>• Served as an assistant instructor for the LMS course.</li> <li>• Served as lead instructor for the course, or module being taught, under the supervision of a certified LMS instructor.</li> </ul> <p>Recognized by TRADOC Staff and Faculty Division of the TDAA, DCST, Fort Monroe, VA as a certified LMS instructor.</p>
<b>Additional support personnel</b>	<p>a. Conventional presentation. This lesson requires an assistant instructor and a technical support person (on-call) when presented in a conventional classroom environment.</p> <p>b. VTT presentation. When taught by VTT, an assistant instructor, site coordinator, and technical support person (on-call) are required at each distant site.</p>

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## Administrative Data Continued

### Equipment required

The following general equipment is required for conventional and VTT presentation of the ALMS course:

- Computer classroom or computer laboratory with one computer for each student.
- Projection equipment which allows the instructor's computer monitor image to be projected so all students can follow the demonstrations.
- AKO account.

Individual computers should meet or exceed the following specifications:

- System requirements to use the ALMS include web browser (Internet Explorer 5.5 or Netscape 5.0 or higher), NIPRNET or internet connection.
- CPU - Pentium II / III or equivalent, 233 or higher MHz speed.
- Sound card - Sound Blaster compatible audio card.
- Minimum screen resolution - 800 x 600 pixels.
- Users should temporarily disable any pop-up blocking software in use.

**System performance will vary depending on quality and speed of network connection.**

**Most courseware must have the Active X controls enabled in Internet Explorer.**

- Internet network, tested and operational.
- The ALMS training database /CD (furnished by the site coordinator/assistant instructor materials) must be loaded and tested. The CD contains ALMS Help Vignettes.

Optional functions.

### Materials required for instruction

a. Instructor materials (non-equipment):

- Instructor's copy of the Lesson Plan.
- ALMS Handbook User's Manual.
- ALMS SOP Training Guide.
- White board and markers, or
- Easel with a flip chart and markers.

*NOTE: AI must have the same materials as listed for the instructor.*

b. Students are required to have the following materials for each module/lesson:

- Resources (equipment) data for input to the ALMS.
- Note paper and a pen or pencil.

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**Administrative Data, Continued****Classroom,  
training area,  
and range  
requirement**

The following classroom requirements are considered a minimum:

a. Conventional instruction:

- Each student must be able to see the computer screen projection.
- Students must have room to work at their individual computer.
- The instructor must be able to see each student.
- The AI must be able to physically reach and assist each student without disturbing other students.

b. VTT presentation. In addition to the conventional requirements listed above:

- Each student at each distant site must be able to see the computer display on the VTT monitor, or the room must be equipped with a large projection screen.
- Instructor must be able to see students, and hear their questions.

c. See classroom instructions for additional information and specific VTT equipment requirements.

**Ammunition  
requirements**

There is no range requirement for this lesson.

There is no ammunition requirement for this lesson.

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**Administrative Data Continued****Instructional  
Guidance**

- a. Before presenting this lesson, instructors and assistant instructors must thoroughly prepare by studying this lesson, and the identified reference material.
- b. Refer to the ALMS, SOP and User Handbook, for general guidance about ALMS operations.
- c. Even though this is an ALMS Resource Management lesson, many students may already have many of these skills and knowledge. It is important the instructor is aware of this and adjusts the lesson accordingly. However, it is essential that each student leaves this lesson with the skills, abilities, and knowledge presented, as each will be used often in the remainder of the course.
- d. Instructions are given throughout the lesson whenever there is a change, if the classroom Network connection is lost. These are suggestive and may be changed due to set-up or instructional needs.
- e. Power point presentation mirrors teaching points of this lesson in the event of system failure.
- f. Demonstrate ALMS operations on your computer as you are explaining each step. Your instructor's computer monitor image must be projected on a screen so all students may see what you are doing.
- g. Students should follow your actions on their own computers.
- h. Frequently pause and ask students if they are with you. Ensure the AI walks around and watches what students are doing.

Regular slide examples will also continue to be shown for reference.

**Proponent  
lesson plan  
approval**

Name	Rank	Position	Date
_____	_____	_____	_____
_____	_____	_____	_____

## SECTION II - Introduction

Method of instruction:	Conference
Instructor to student ratio is:	Max: 2:25    Opt: 1:12    Min: 1:6
Time of instruction:	0 hours   05 minutes
Media:	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
References:	ALMS SOP, page 25, ALMS User Handbook , Facility Manager Role
Security classification:	Unclassified

### Motivator

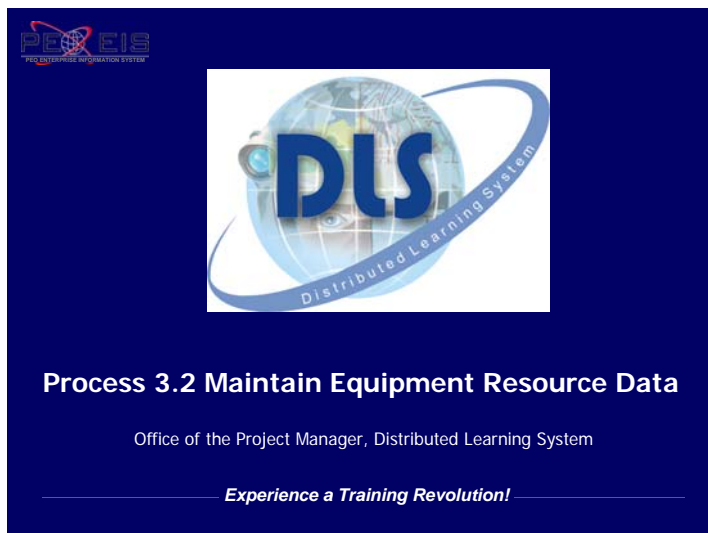
*.NOTE: Proposed motivator. Use it, paraphrase it, or develop your own.*

a. Greeting of the day! My name is: \_\_\_\_\_. For the next 30 minutes, I will be your instructor for the Learning Management System (ALMS), ("Module Two - ALMS Resource Management – Manage Equipment") lesson.

*NOTE: If VTT, greet all distant sites and attendees. Ensure you have an accurate list of all attending students from each location. If you do not have a seating chart, ask each site to prepare one and send it to you.*

b. The ALMS will automatically perform scheduling and reservations, inventory, status reporting, and other similar management functions, based upon the inputs provided to the system. It's capable of capturing, storing, and tracking resources down to the paper clip level. However, it's doubtful you'll find it profitable to do so.

### Visual LMS-V1



The slide features a dark blue background. In the top left corner is the logo for 'PEE EIS' with the tagline 'PRO ENTERPRISE EDUCATION SYSTEMS'. Centered on the slide is a graphic of a globe with the letters 'DLS' in large blue font over it, and a blue orbital ring around the globe with the text 'Distributed Learning System' written along its path. Below the graphic, the text 'Process 3.2 Maintain Equipment Resource Data' is displayed in white. Underneath that, in smaller white text, is 'Office of the Project Manager, Distributed Learning System'. At the bottom, the phrase 'Experience a Training Revolution!' is written in white, flanked by horizontal lines.

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**Introduction Continued****Terminal  
learning  
objective**

*NOTE: Inform students of the following lesson TLO and references.*

At the conclusion of this lesson you will be able to:

<b>ACTION:</b>	Manage Equipment Resource Data in the ALMS.
<b>CONDITION:</b>	Given a requirement to use the Army LMS, a computer, an AKO account, a set of data, ALMS Role permissions and access to the ALMS Help Vignettes.
<b>STANDARD:</b>	Equipment resources are entered and updated correctly for scheduling.

**Safety  
consideration**

Students must be made aware of the hazards associated with the use of electrical equipment in general, and computer equipment specifically. Liquids and food are not permitted in the computer classroom. Students are not to open any computer cabinet or disconnect or connect any electrical cables.

**Risk  
assessment  
level**

This lesson is assigned a risk level of low.

**Environmental  
considerations**

It is the responsibility of all soldiers and DA civilians to protect the environment from damage. There are no environmental considerations unique to this lesson.

**Instructional  
lead-in**

There are three lessons associated with managing resources in the ALMS. They are: Facilities, Equipment and Expendable Equipment Management. You have completed the Facilities Management lesson. Now we'll move into Managing Equipment Resources in the ALMS.

**SECTION III. Presentation**

**Enabling  
learning  
objective**  
A

*NOTE: Read or paraphrase the ELO, or have a student read it.*

At the conclusion of this portion of the lesson each of you will be able to:

<b>ACTION:</b>	Navigate to the ALMS “Equipment Details Page”.
<b>CONDITION:</b>	Given a requirement to use the ALMS, a computer, an AKO account, the ALMS SOP and User Handbook.
<b>STANDARD:</b>	Input Equipment data to the ALMS.

**Learning  
activity 1**

The student will learn how to create / edit the Equipment Details information screens.

<b>Method of instruction:</b>	Demonstration / Hands-on
<b>Instructor to student ratio is:</b>	Max: 2:25    Opt: 2:12    Min: 1:6
<b>Time of instruction:</b>	0 hours    30 minutes
<b>Media:</b>	Computer Based Instruction / PowerPoint Presentation / Video Teletraining
<b>References:</b>	ALMS SOP, page 9, ALMS User’s Handbook; Facility Manager Role
<b>Security classification:</b>	Unclassified

**Purpose**

The ALMS provides an automated and standardized procedure for managing Equipment resource data in accordance with TRADOC and the ALMS SOP.

The entry of resources into the database is, to some extent, a local decision determined by the resource owner. The ALMS is capable of capturing, storing, and tracking resources down to the paper clip level, but it is doubtful many organizations will find it profitable to do so. Of course most resources, particularly those with any monetary value, already reside within some existing management and/or accountability schemes. Institutions and organizations will need to determine whether they are best left under normal management operations, or placed under ALMS management, or both.

**We’ll begin this lesson by looking at the process flow of Managing Equipment in the ALMS.**

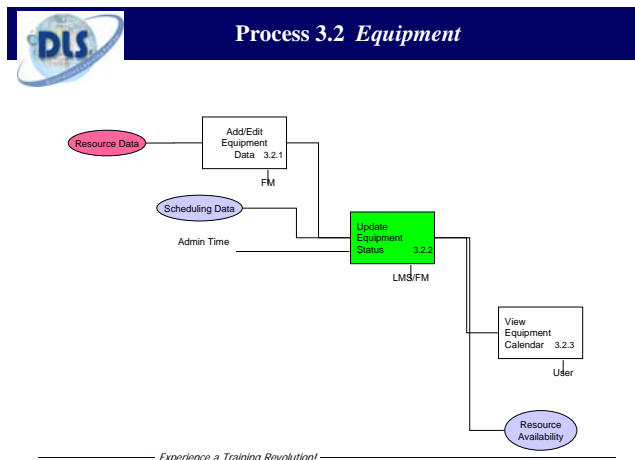
**As in the “Manage Facility” lesson, these instructions are designed to provide you with reference knowledge to address function areas within the ALMS in developing a clear understanding of the Facility Manager Role of “Managing Equipment Resource Data” in the ALMS.**

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## Presentation, Continued

### Visual ALMS-V2



### NOTES: V2

**The process for entering, maintaining, and managing equipment resource data works like this (walking from left to right):**

- The Facility Manager (Equipment) collects equipment information from the training environment and enters it into the system, using the “Equipment Details” screen provided by the ALMS.
- Scheduling data (Information which is kept by the system) managed by Class Managers and Schedulers is married against the equipment resources in the system and updates the availability status.
- The Facility Manager (Equipment) can view the requests against his resources at a by-item level.
- The adjusted availability of his resources to be scheduled is made available to other users in the system.

**Before we get too deep into the lesson. Let’s look at some helpful terminology associated with “Equipment” in the ALMS.**

## Presentation Continued

### Visual ALMS-V3



#### Equipment Terminology

- **Portable Training Resources**
- **Examples are: vehicles, radios, weapons, slide projectors, etc.**
- **Each item has a unique identification (e.g. serial number or bumper number)**
- **Durable, property book type items**

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*Experience a Training Revolution!*

#### **NOTES: V3**

- The Resource category of Equipment includes all non-fixed (i.e. portable, transportable), tangible, non-consumable training support items that retain at least a portion of their value after use.
- Using Army Supply Classes as a guide, these items would fall under Classes II, IV, VII, and VIII and be “durable.” The presence of an item type on unit or organizational property books offers an additional guide.
- The Equipment Resource Category is further broken down into Equipment Types. As can be imagined, an exhaustive listing of all possible types of equipment that can be used in training is somewhat unwieldy. It will be a challenge to Facility Managers controlling Equipment resources to control the total number of equipment types and to group equipment resources into workable listings.
- Assigning individual items to Locations and/or Domains, as well as the use of Types, can assist this. Used properly upon well-organized data, users can employ Type, Location, and Domain filters to reduce the amount of equipment resource search query “returns” to manageable proportions.

**To reinforce your understanding of Managing Equipment in the ALMS, Let’s view the associated Help Vignette**

**Take 5 Minutes to view this vignette before continuing.**

**NOTE TO INSTRUCTOR:** Show “visual ALMS-V4” and provide navigation to vignette.

## Presentation Continued

### Visual ALMS-V4



*Show Me Version*

➡ “Facility Manager Equipment” Show Me

— Experience a Training Revolution! —

### **NOTES: V4**

Headphones provided at workstation are required

**The NAVIGATION Steps to view vignette are:**

- From the “My Home” page, select “Help” in the header tab bar.
- In the “My Roles” menu, select the “Facility Manager” link.
- In the “My Documents” menu, select “Show Me” beneath the title: Facility Manager Equipment.

**Please remove your headphones when you are finished, so I’ll know we are ready to continue.**

- Now that you’ve been familiarized with the functions of managing equipment in the ALMS, what are your questions pertaining to entering equipment into the ALMS?
- We’ll continue with viewing procedures to enter the equipment data into the ALMS.

**Note to Instructor: Narrated Demonstration.**

Trainer assists trainees in navigating to Equipment Details screen

- Select “Resources” in the “GO TO” drop down menu.
- Select “Equipment” from gray Horizontal Navigation Bar.
- Select “Create” in the left navigation bar to get a blank Equipment Details screen.

**Using mouse or laser pointer, trainer indicates specific fields he is describing.**

## Presentation Continued

### Visual ALMS-V5

#### NOTES: V5

- This is the screen Facility Managers (Equipment) use when entering new equipment items into the ALMS.
- Note that you will have to create one record for each individual equipment item that you manage, (e.g. 20 radios means creating 20 records using this screen).
- When using this screen for entering data; notice that the fields highlighted in red and indicated with an asterisk are mandatory fields.
- You will not be allowed to perform a “Save” of your new record until all mandatory fields are populated.

#### Mandatory fields are:

- Equipment ID:** The ALMS generates this field. Note that it is grayed out.
- Serial Number:** This is the unique identifier for your equipment item.
- Category:** You will need to find and select the category that best fits your item from a pick list. Examples are: VCR, CD-ROM, Computer, etc. [Trainer demos pick list]
- Status:** Drop-down list. [Options are: Available, Maintenance, Out of Service]
- Point of Contact:** User Finder. Enter name of individual (usually self).

**NOTES: V5, Continued**

- f. **Rate:** Zero is default. Keep it that way. If you know that there is a charge for this equipment, contact Help Desk for guidance.
- g. **Manufacturer:** If the manufacturer is not available from the pick list, submit a request through the Army Training Help Desk to have it added.
- h. **Vendor:** If the vendor is not available from the pick list, submit a request through the Army Training Help Desk to have it added.
- i. **Security Domain:** Finder and Pick list. This should match the security domain of the Facility Manager in most cases.
- j. **Location:** Finder and Pick list. This is the installation where the equipment is located.
- k. **Building:** Building where the equipment is stored.
- Non-mandatory fields can be left empty or at the default values unless a Facility Manager has a special circumstance requiring their use.
- After the “Equipment Details” Screen is populated and data is saved, Auxiliary functions appear in the Left Navigation Bar. The trainer then uses the record to facilitate the discussion of editing existing records and auxiliary functions.

**Note to Instructor:** The following slide is a view of an “Equipment Details” Screen with the appropriate fields populated and saved.

## Presentation Continued

### Visual ALMS-V6

The screenshot displays the 'Equipment Details Screen-Filled Out' in the ALMS-V6 system. The interface features a top navigation bar with links for 'Calendar', 'Contact Us', 'Help', 'About', and 'Log Off'. A 'Go to:' dropdown menu is set to 'Resources'. Below this is a secondary navigation bar with tabs for 'Facility', 'Equipment' (selected), 'User', 'Location', 'Building', 'Batch Resources', 'Service Provider', and 'Reports'. The left sidebar contains a 'Search' and 'Create' button, along with a list of links: 'Main', 'Rate Template', 'Attachments', 'Calendar', 'Audit Trail', and 'Notes'. A 'Clone' button is also present. The main content area is titled 'Equipment Details : 002000' and includes a 'Save' button. The form fields are organized into three columns: 
 

- Left Column:** Equipment ID \* (002000), Serial Number \* (AVTVE-PP-VC1/2\), Description (RECORDER/PLAY), Category \* (VCR), Status \* (AVL), Department, and Point of Contact \* (SCHEDULER).
- Middle Column:** Manufacturer \* (Not Available), Vendor \* (Not Available), Security Domain \* (Common), Location \* (Not Available), Building, and MACOM.
- Right Column:** Custom Fields section with Classroom ID, Custom6, Custom7, Custom8, and Custom9.

 A 'Category Custom Fields' section is also visible at the bottom of the form.

### NOTES: V6

The Facilities Manager (Equipment) can edit equipment detail data in the following ways:

- Any white field not filled out in the saved record may have data added to it by direct entry.
- Any field with a finder icon may be edited by using that function and edited from a list.
- The Facilities Manager (Equipment) may use the “Change Drop” down menu to select additional fields for editing.

The auxiliary functions that can be performed using the Left Navigation Bar links are:

- Main:** This link always returns the user to the details screen of the object they are working with.
- Rate Template:** This is not used unless there are changes associated with the equipment. If there are, the Help Desk can provide support for this function.
- Attachments:** This is where the Facilities Manager (Equipment) can attach a file or files that are necessary to understand and use the equipment (e.g. a user’s manual). It can also be used for any other applicable information stored in a file pertaining to the equipment item.

- Those Fields are:

- Name:** Provide the name for this attachment.
- Category:** Select from the pick the applicable category for this attachment.
- Language:** Leave alone.

- 4) **(MIME) Multipurpose Internet Mail Extensions:** Not used.
  - 5) **Private (check box):** Restricts viewing of resource to Facility Managers for domain in which the equipment is placed. **Applies to the attachment, not the resource.**
  - 6) **Attachment Source radio buttons:** Select either URL or path for the file location.
- d. **Audit Trail:** Records and displays initial creation and subsequent editing changes to fields in this equipment record.
  - e. **Notes:** Provides space for information about the equipment resource not contained in any attached file.
  - f. **Clone:** This button will provide an exact replica of the equipment record. Once changes are made to the replica and saved, a new equipment ID will be assigned by the system. This feature is useful when entering several end items that are identical except for serial number.

**Now that you've received the instructions pertaining to managing equipment in the ALMS, it's time to take 10 minutes and complete this short Practical Exercise in the ALMS, associated with procedures for entering and maintaining equipment resources.**

## Presentation Continued

***Note to  
Instructor***

1. Show “Visual ALMS-V7”
2. Provide students with navigation to PE in ALMS
  - a. From the “My Home” page, select “Help” in the header tab bar.
  - b. In the “My Roles” menu, select the “Facility Manager” link.
  - c. In the “My Documents” menu, select “Let Me” beneath the title: Facility Manager Equipment.

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Instruct students to look up when finished to continue.

**PE  
introduction**

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This practical exercise will provide an opportunity to check your knowledge and skill in understanding the ALMS features you have learned in the preceding lesson.

**PE  
motivator**

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The purpose of this practical exercise is to allow you practice in the ALMS using the ALMS Equipment Resources features, and to enhance your ALMS knowledge and navigation skills.

**PE safety**

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You must be aware of the hazards associated with the use of electrical equipment in general, and computer equipment specifically. Do not have liquids in the computer classroom, and do not attempt to open any computer equipment or disconnect or connect any electrical cables.

**PE  
environment**

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It is your responsibility, as a soldier and DA civilian, to protect the environment from damage. There are no environmental considerations unique to this practical exercise.

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**Visual ALMS-V7*****Let Me Vignette***

**Practical Exercise – Run the Let Me vignette**

➡ “Facility Manager Equipment” Let Me

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*Experience a Training Revolution!*

***NOTES: V7***

**The Navigation steps to access the PE (“Facility Manager Equipment” Let Me vignette) are as follows:**

- a. From the “My Home” page, select “Help” in the header tab bar.
- b. In the “My Roles” menu, select the “Facility Manager” link.
- c. In the “My Documents” menu, select “Let Me” beneath the title: Facility Manager Equipment.

**What are your questions pertaining to entering equipment into the ALMS?**

There are two Business Cases that Facility Managers need to be familiar with in working with Facility data in the ALMS; how to control and in some cases restrict the visibility of Facility records in the ALMS and what to do with equipment items that are permanently installed in Classrooms.

We’ll discuss these in the next slide.

## Presentation Continued

### Visual ALMS-V8



#### Business Cases for Equipment

- **Restricting Access to Equipment Resources**
- **Handling Equipment installed in Facilities**

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*Experience a Training Revolution!*

### NOTES: V8

**1st Bullet:** The primary way to restrict access to an equipment resource is by placing it in the restricted domain. Facility Managers can also ensure that the facility is not visible to schedulers by marking the status field “Out of Service”.

**2nd Bullet:** Equipment that is permanently installed in a facility is part of that facility for ALMS scheduling purposes. Facility managers may select from different facility types to specify facilities with special equipment installed. However, those facility types must have been established in the Facility Types List previously. This is done through the Help Desk Request process.

**Note to Instructor:** Rationale for equipment business cases (Knowing how equipment is defined in the and equipment installed in facilities.

- Important part of Equipment definition: It must be portable
- Equipment permanently installed in Facilities does not get listed as equipment items in ALMS
- Facilities Managers can annotate Facility record to show what equipment belongs in the Facility - even provide inventory information and checklist
  - Attachments
  - Notes
- Facility Types can specify details about classrooms if input to Facility table data

**SECTION IV SUMMARY****Learning activity review**

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*NOTE: Review the major teaching points. Remind students how all the modules and components of ALMS are linked together.*

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**Solicit questions from students**

- 
- a. Ask students for their questions.
  - b. Answer all questions and ensure the answers are understood.
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**Check on learning**

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*NOTE: Ask these questions, or develop your own. Ensure students understand the learning points of this learning activity. You are not required to conduct this check on learning if you are confident the students understand the material. When asking questions: Ask; Pause; Call on a specific student to answer.*

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**QUESTION:** How is Equipment defined in the ALMS?

**ANSWER:** Portable Training Resources

**QUESTION:** Can like items be input to the ALMS and why?

**ANSWER:** NO – Each item has a unique identification.

**QUESTION:** How is equipment listed in the ALMS that is permanently installed in facilities?

**ANSWER:** It's not. Equipment permanently installed in facilities are scheduled along facility assets.

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*continued on next page*

## Summary Continued

### Visual ALMS-V10



#### Resource Management-Equipment

#### What We've Learned...

##### ➡ The process for:

- Entering Equipment into the ALMS
- Managing Equipment in the ALMS

#### Questions?

Experience a Training Revolution!

### NOTES: V10

#### Closing statement

#### What We've Learned...

- The process for:
  - Managing Equipment Resources in the ALMS
  - How to complete the Equipment Details screen in the ALMS

#### Transition statement to next lesson

You've learned how Equipment resources are managed in the ALMS. In the next lesson. We'll learn how to manage Expendables. I'll be followed by: (\_\_\_\_\_) to present the lesson "ALMS Manage Expendables".

Take a 10 minute break. Be back in your seats ready for the next lesson at \_\_\_\_\_ o'clock.

*NOTE: Ensure students have a means of knowing the time, or appoint a student with a watch to tell the others when it is time to return to the classroom.*

**APPENDIX A****Visual Masters**

<b>Title MS Power Point LMS Resource-Equipment</b>	<b>Lesson Template Number 1007</b>
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**APPENDIX B****Practical Exercise****Page Number**

Resource Management Lesson – ALMS Facility Manager-Equipment “Let Me Vignette”

ALMS Help